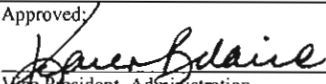
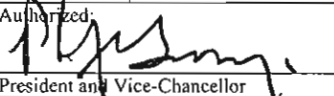
 McMaster University Risk Management Manual	RMM # 111	Date: Jan 2009
	Title: Contracting Work Safety-Due Diligence Program	Page: 1 of 16
Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE

- 1.1 To outline the responsibilities of the University as a constructor or an employer of contractors and subcontractors, and to define the safety and best practice requirements for those contracted.
- 1.2 To ensure compliance with the Occupational Health and Safety Act and the Environmental Protection Act of Ontario R.S.O. 1990

2 SCOPE


- 2.1 All University Departments, and individuals, having authority to let contracts or issue requisitions for work that involves the hiring of contractors or subcontractors.
- 2.2 All contractors and subcontractors who wish to provide construction-related services to the University.

3 RELATED DOCUMENTS

- 3.1 Occupational Health and Safety Act R.S.O. 1990 and O. Reg.851, R.R.O. 1990, Industrial Establishments, and O. Reg. 213 / 91, Construction Projects (See Appendix A).
- 3.2 Environmental Protection Act of Ontario R.S.O. 1990, c. E. 19
- 3.3 The Criminal Code of Canada R.S.C. 1985, c. C-46
- 3.4 McMaster University Workplace & Environmental Health & Safety Policy, RMM#100.
- 3.5 McMaster University Risk Management Manual.
- 3.6 McMaster University Contractors Health and Safety Questionnaire (See Appendix B).
- 3.7 The Ontario Construction User Council – Owners Guide for Assessing A Constructors Health and Safety Management System.


4 DEFINITIONS

- 4.1 **Constructor** – a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself / herself or by more than one employer; also called the general or prime contractor. The constructor has complete control of the work on behalf of the construction project owner, and has responsibility for regulatory compliance and safe work procedures on the job site.
- 4.2 **Construction Project Safety Management Plan** – a written plan that shall describe compliance strategies for all applicable health and safety legislation, foreseeable job site hazards and precautionary measures, prerequisite employee safety training, safe work procedures, standard operating procedures (SOP's), first aid preparedness, stop work

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:2 of 16
---	--	--	--------------------------------

procedures, emergency response plans, incident reporting procedures, and the names and contact numbers of the job-site safety supervisor (s).

- 4.3 **Safety Management Plan (SMP)** – a written plan that shall describe compliance strategies for all applicable health and safety legislation, foreseeable job site hazards and precautionary measures, prerequisite employee safety training, safe work procedures, standard operating procedures (SOP's) first aid preparedness, stop work procedures, emergency response plans, incident reporting procedures, and the names and contact numbers of the job-site safety supervisor (s).
- 4.4 **Employer** - a person who employs one or more workers or who contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with the owner, constructor, contractor or subcontractor to perform work or supply services.
- 4.5 **Ensure** – take every reasonable precaution to achieve the stated objective.
- 4.6 **Excavation** – for the purpose of this program means any penetration of the soil below ground floor level in University buildings or below grade level on University property.
- 4.7 **Owner** – includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as a workplace, and a person who acts for or on behalf of an owner as an agent or delegate.
- 4.8 **Project** – includes a construction project, whether public or private including,
- a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, trench excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
 - b) the moving of a building or structure,
 - c) any work or undertaking, or any lands or appurtenances or right of way used in connection with construction, and
 - d) service or maintenance work provided to the University by contractors and subcontractors.
- 4.9 **Acronyms**
- JHSC** – Joint Health and Safety Committee
- CJHSC** – Central Joint Health and Safety Committee
- FHSc** – Faculty of Health Sciences Safety Office
- EOHSS** – Environmental and Occupational Health Support Services
- MOL** – Ministry of Labour
- OHSA** - Occupational Health and Safety Act
- RMSG** – Risk Management Support Group (EOHSS, Faculty of Health Sciences Safety Office, Employee Health Services, Senior Health Physicist, Workplace Health and Benefits, Parking and Security Services and Director of Workplace Health and Benefits)
- WHMIS** – Workplace Hazardous Materials Information System
- WSIB** – Workplace Safety and Insurance Board
-

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:3 of 16
---	--	--	--------------------------------

5 RESPONSIBILITIES

5.1 Role of Senior Management (President / Vice Presidents / Deans/ Directors):

Senior Management shall:


- provide the resources and direction required to implement and maintain safe work and due diligence practices in all construction-related work projects;
- approve all projects involving construction and renovation of University owned property and equipment; and
- assess the effect of the project on health and safety of all staff and visitors within the project area, if there is a renovation where the building will be occupied during such renovation.

5.2 Facility Services / Other Departments Approved to Issue Contracts for Construction Projects and Facilities Renovation and Repair:

- Facility Services shall manage and issue tenders for all projects that require the services of an architect and/or design engineer;
- Departments other than Facility Services authorized by senior management to issue approval to undertake construction and /or renovation projects shall prior to initiating the project, consult with the Assistant Vice President of Facility Services on the advisability of using a constructor (general contractor) as opposed to undertaking the project as owner or employer of all contractors and subcontractors (**See Section 6.0 Policy Guidelines**); and
- Departments other than Facility Services authorized by senior management to undertake construction and / or renovation projects shall prior to initiating the project, consult with the Assistant Vice President of Facility Services and the Manager of EOHSS or Manager of FHSc as appropriate on the basis of the risks identified in **Appendix C: Risk Evaluation Check List for Construction / Renovation Projects**.

In the event that the project will utilize the services of a general contractor, the department issuing the contract shall:

- appoint a Project Manager to ensure compliance with the University's Building Design Standards and the Safety Management Plan;
 - ensure by contract that the constructor or contractor agree to comply with all applicable health and safety legislation (e.g. O. Reg. 213/91 Regulations for Construction Projects, O.Reg. 838/90 Asbestos on Construction Projects and in Building and Repair Operations, etc.), environmental protection legislation, Municipal Bylaws, industry standards, etc.;
 - ensure that the constructor or, contractor has access to the **McMaster University Risk Management Manual** (www.workingatmcmaster.ca or hard copy if required) and all relevant **McMaster University Building Design Standards**;
 - review and approve the constructors or contractors Construction Project **Safety Management Plan**;
-


	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:4 of 16
---	--	--	--------------------------------

- provide a copy to the appropriate JHSC for review;
- if not on file, provide the constructor and/or contractor with a copy of the **McMaster University Contractors Health and Safety Questionnaire** (See Appendix B) and review and approve the completed document prior to the contract being issued;
- obtain from the constructor and/or contractor **WSIB Clearance Certificates** indicating that all workers are covered under WSIB during the term of the project and ensure that such certificates are renewed every sixty days for the duration of the project;
- obtain from the constructor and/or contractor documented proof of third party liability insurance, or proof of working owners insurance;
- ensure that, if the contract falls within that prescribed in O. Reg. 213/91, the constructor has submitted a **“Notice of Project” to the Ministry of Labour office located nearest the project**, with a copy to the University;
- provide EOHSS and/or FHSc as appropriate with copies of Notices of Projects;
- ensure that the Construction Project Safety Management Plan, WSIB clearance certificates and proof of insurance documents are available at all times for both internal and external audits;
- provide the constructor or contractor details of all hazardous materials and/or designated substances and their location within the project site;
- ensure that the Project Manager meets with the constructor, contractor and subcontractors prior to the start of the project for the purpose of reviewing the Construction Project Safety Management Plan, WHMIS and any designated substances to be used or that are present on site;
- arrange for independent safety inspections to be conducted during the course of the project and a copy sent to EOHSS and /or FHSc as appropriate;
- facilitate periodic site safety audits conducted by the EOHSS Construction/Fire Safety Specialist; inform the Joint Health and Safety Committees (JHSC’s) in advance of construction projects being initiated in areas covered by the JHSC; and
- inform Manager EOHSS and/or FHSc immediately on receipt of notice of completion of a construction project to arrange for owners property insurance coverage for the new facility.
- **NB: Facility Services is designated as the sole agency for the authorization of work that involves an excavation on University-owned property or in University-owned buildings and shall be responsible for the issuing of work permits for all such work (See Appendix D).**

5.3 Role of Constructor / Contractor (NB: This includes University departments that assume the role of a constructor while acting as an owner or employer):

Constructor and Contractors shall:

- as part of their contract agree to comply with all applicable health and safety legislation (e.g. O. Reg. 213/91 Regulations for Construction Projects, O. Reg. 278/05 Designated Substance-Asbestos on Constructions Projects or in building and

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:5 of 16
---	--	--	--------------------------------


repair operations), environmental protection legislation, Municipal Bylaws, industry standards;

- comply with all relevant McMaster University programs and procedures as defined in the McMaster University Risk Management Manual and all relevant McMaster University Building and Design Standards;
- as part of the tendering process complete and submit the **McMaster University Contractors Health and Safety Questionnaire**, if not on file (pre-qualified contractors shall update and resubmit this questionnaire every three years);
- as part of the tendering process submit a **Construction Project Safety Management Plan** that is designed to address all of the risk associate with the project (See definition in Section 1 of this policy);
- provide Project Manager **WSIB Clearance Certificates** indicating that all workers are covered under WSIB for the term of the project and ensure that such certificates are renewed every sixty days for the duration of the project;
- submit a **“Notice of Project”** to the Ministry of Labour with a copy to the University for all projects that are regulated under O. Reg. 213 / 91;
- provide documented proof of third party liability insurance, or working owners insurance;
- utilize, and comply with, the McMaster University permit process for the performance of high risk work e.g. Excavations, Hot Work, Confined Space Entry and work on or in close proximity to asbestos material;
- review with the McMaster University Project Manager all WHMIS and Designated Substances regulations that apply to substances in the workplace that interfaces with the project site and/or work;
- take every precaution reasonable at the project site to ensure safety for the employees in the workplace, University employees, students and the general public;
- provide and maintain perimeter safety and security barriers restricting access to, and as required by, the project;
- conduct regular work site safety meetings to facilitate safety communications and the required Internal Responsibility System as defined in Construction Project Safety Management Plan;
- facilitate external site safety inspections and safety audits that will be conducted periodically by the Ontario Ministries of Labour and/or Environment, University staff and/or any other enforcement agency; and
- report all critical injuries to Ministry of Labour and the University Project Manager

5.4 **Role of McMaster University Construction Project Manager:**

Construction Project Manager shall:

- ensure that constructors and contractors are aware of and comply with all relevant McMaster University policies, programs and procedures as defined in the McMaster University Risk Management Manual and all relevant McMaster University Building and Design Standards;
-


	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:6 of 16
---	--	--	--------------------------------

- ensure that permits have been issued for high risk work activities e.g. Excavations, Hot Work, Confined Space Entry, Asbestos / Insulation Removal, etc.
- prior to the start of any construction or renovation project, identify all designated substances and/or WHMIS controlled products that exist on site or will be involved in the construction process and ensure that appropriate controls are in place to manage the risks associated with such products;
- review and make comment on completed McMaster University Contractors Health and Safety Questionnaires and all Contractors' Health and Safety Plans;
- consult with EOHSS and/or FHSc on the outcome of the review of the completed McMaster University Contractors Health and Safety Questionnaires and all Contractors' Health and Safety Plans;
- ensure that such plans address environmental concerns as defined under the Environmental Protection Act and Municipal Bylaws;
- facilitate periodic workplace safety inspections and safety audits conducted by consultants and EOHSS and communicate the results of such audits to the constructor or contractor for any required remedial action and send a copy or notice of audit to the EOHSS;
- inform EOHSS and/or FHSc of the presence and/or use of designated substances and/or WHMIS controlled products in the workplace that interfaces with the project site and/or work;
- inform Manager EOHSS immediately of the occurrence of all critical injuries, work refusals and/or stop work orders issued by the MOL;
- obtain and review copies of all MOL workplace inspections, investigations and/or stop work orders, critical injury reports, project JHSC minutes and file copies of these documents with EOHSS; and
- advise EOHSS when the project completion date is known in order to arrange for owner's property insurance.

5.5 **Role of Environmental & Occupational Health Support Services:**

EOHSS shall:

- inform the CJHSC and the appropriate JHSC when notified of major construction and or renovations projects on University-owned property;
 - inform the RMSG, CJHSC, JHSCs of all planned construction and renovation projects on University-owned property;
 - review and provide comment on completed McMaster University Contractors Health and Safety Questionnaires and Construction Project Safety Management Plans in consultation with the Construction Coordinator and appropriate RMSG office;
 - review and file copies of WSIB clearance certificates, Notices of Projects and proof of insurance documents for all construction projects on University owned property;
 - review and provide advice as required on the use or presence of designated substances or WHMIS controlled products on construction and or renovation projects on University owned property and/or areas that interface with the project site/work;
-

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:7 of 16
---	--	--	--------------------------------

- ensure that periodic fire/safety audits are conducted by the EOHSS Fire / Construction Safety Specialist on all major construction and renovation projects on University-owned property;
- review and investigate all reports of critical injuries and MOL stop work orders occurring on University-owned property; and
- ensure that an owner's property insurance coverage request is placed on receipt of notice of a project completion date.

5.6 **Role of the Risk Management Support Group:**

The RMSG shall:

- provide input for the development and maintenance of the Contracting Work Safety Program and
- review and provide comment on Contractors Safety Management Plans for work that directly affects the area of responsibility of a specific RMSG office e.g. Health Physics for work in areas that involve the use of radioactive materials, FHS Safety Office for work involving FHS facilities and areas involving projects that has been approved by the Bio-Safety Committee, Security Services for security issues that will apply to all projects on University owned property.

5.7 **Role of the Joint Health and Safety Committees:**

The JHSC's shall:

- review the Construction Project Safety Management Plan (SMP) for all projects that physically impact on existing facilities covered by the JHSC.


5.8 **Role of the Central Joint Health and Safety Committee:**

The CJHSC shall:


- conduct annual reviews of the RMM #111;
- review comments in JHSC minutes related to specific Construction Project Safety Management Plans and or safety issues related to ongoing construction in University owned buildings.

6 **POLICY GUIDELINES**

- 6.1 Under the Occupational Health and Safety Act the Constructor has the greatest responsibility to exercise control and provide direction over a construction project and all persons working on it. The constructor must ensure compliance with all prescribed safety requirements (See Appendix A). Thus the owner of a premise must carefully consider whether to undertake the role of a constructor or whether to engage a general contractor to undertake the project. The constructor must, in addition to specific prescribed safety requirements, take every precaution reasonable on the project for the protection of each worker on the project i.e. implement a work-site **Construction Project Safety Management Plan**.
-

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:8 of 16
---	--	--	--------------------------------

- 6.2 Any University department that hires an independent contractor has all of the duties of an *employer* toward the contractor and is strictly responsible for safety in the workplace (e.g. warning the contractor about specific work hazards and ensuring compliance with safety standards and regulations. The contractor is deemed to be a *worker* for the purpose of the Occupational Health and Safety Act (OHSA). The employers duties under the OHSA and the regulations **cannot be relinquished or disregarded** by contracting out the work to independent contractors i.e. work can be contracted out but the responsibility and liability for health and safety cannot. The employer must take all reasonable steps, including specific training and testing, to ensure that contractors understand their obligations under the OHSA. Likewise the contractor and subcontractor must ensure that prescribed measures and procedures designed to protect workers safety are carried out. Contractors and subcontractors are obliged to make necessary inquiries and investigations whenever there is a question about safety information provided by a third party (e.g. information from an owner about the location of utility services).
- 6.3 The decision to undertake construction or renovation projects should not be made lightly and never without consulting the Assistant Vice President of Facility Services or his/her designate and obtaining approval from senior management. A constructor or contractor **Construction Project Safety Management Plan** is prerequisite for construction projects on McMaster University-owned property.
- 6.4 **NB: Facility Services is designated as the sole agency for the authorization of work that involves an excavation on University-owned property or in University- owned buildings and shall issue work permits for all such work (See Appendix D).**

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:9 of 16
---	--	--	--------------------------------

Appendix A

Requirements of the Occupational Health and Safety Act, Sections 23, 29, 30:

23. (1) **Duties of Constructor:** A constructor shall ensure, on the project undertaken by the constructor that,
- (a) the measures and procedures prescribed by this Act and the regulations are carried out on the project;
 - (b) every employer and every worker performing work on the project complies with this Act and the regulations; and
 - (c) the health and safety of workers on the project is protected.
- (2) **Notice of project:** Where so prescribed, a constructor shall, before commencing any work on a project, give to a Director notice in writing of the project containing such information as may be prescribed.
29. (1) **Duties of Owners:** The owner of a workplace that is not a project shall,
- (a) ensure that,
 - (iv) no workplace is constructed, developed, reconstructed, altered or added to except in compliance with this Act and the regulations; and
 - (b) where so prescribed, furnish to a Director any drawings, plans or specifications of any workplace as prescribed.
30. (1) **Duties of Project Owners:** Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site.
- (2) If any work on a project is tendered, the person issuing the tenders shall include, as part of the tendering information, a copy of the list referred to in subsection (1).
 - (3) An owner shall ensure that a prospective constructor of a project on the owner's property has received a copy of the list referred to in subsection (1) before entering into a binding contract with the constructor.
-

Appendix B.

McMASTER UNIVERSITY
DEPARTMENT OF FACILITY SERVICES

HEALTH & SAFETY QUESTIONNAIRE

- 1 a) Can you provide proof of Workers' Safety & Insurance Board's Certificate of Clearance? Yes No
- b) Attach a copy of WSIB certificate of clearance.
2. Is your company experience rated (CAD-7)? Yes No
(If yes - attach CAD-7 Reports for the last three years. Go to item 4).
(If no - complete all parts of item 3)
3. Complete the following table:

Year	Total Lost-Time Accidents by Rate Group			Total Medical-Aid Accidents by Group			Total Hours Worked by Rate Group		
	R1	R2	R3	R1	R2	R3	R1	R2	R3

- 4 a) Has an employee of your company suffered a work-related fatal accident or "critical injury" (as defined under R.R.O. 1990, Reg. 834)? Yes No
- b) Has an employee of a subcontractor suffered a fatal accident or "critical injury" while performing work for your company? Yes No
- If you answered "yes" to either a) or b), please provide details for each accident that has occurred in the last seven years on a separate sheet.
- c) Has your company or a workplace party while under the employ of your company (e.g., supervisor, owner, director, worker, etc.) been prosecuted under the Ontario Occupational Health and Safety Act? Yes No

If you answered "yes" to c), please provide details of all prosecutions and fines under the Occupational Health and Safety Act that have occurred in the last seven years on a separate sheet.

5. Has your company ever been the subject of a Workwell Audit? Yes No
6. If yes, what was your score? _____

HEALTH & SAFETY MANAGEMENT

7. Highest ranking health & safety professional in the company:
 Title: _____ Name: _____
 Telephone: _____ Fax: _____


8. Do you have a Health & Safety Coordinator? Yes No
9. Do you provide company-paid health/safety training? Yes No

HEALTH & SAFETY PROGRAMS AND PROCEDURES

10. a) Do you have a written Health and Safety Policy per section 25 of the Occupational Health and Safety Act? Yes No
 (If yes, include a copy)
- b) Do you have written Health and Safety Programs under your Health and Safety Policy? Yes No


11. Do the programs include work practices and procedures such as:
 (If yes, include copies of Standard Operating Procedures).
- a) Equipment Lockout and Tagout (LOTO) Yes No
 - b) Confined Space Entry Yes No
 - c) Fall Protection Yes No
 - d) Personal Protective Equipment Yes No
 - e) Portable Electrical/Power Tools Yes No
 - f) Vehicle Safety Yes No
 - g) Compressed Gas Cylinders Yes No
 - h) Electrical Equipment Grounding Assurance Yes No
 - i) Powered Industrial Vehicles (Cranes, Forklifts, etc.) Yes No
 - j) Housekeeping Yes No
 - k) Accident/Incident Reporting Yes No
 - l) Unsafe Condition Reporting Yes No
 - m) Emergency Preparedness, including evacuation plan Yes No
 - n) Waste Disposal Yes No

12. Do you have written programs for the following:
-

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page: 12 of 16
---	--	--	----------------------------------

- a) Hearing Conservation Yes No
 b) Respiratory Protection Yes No
 Where applicable, have employees been:
 Trained Fit Tested Medically approved
- c) Hazard Communication Yes No
 d) WHMIS Yes No
13. a) Do you have a progressive discipline process for employees and sub-contractors? Yes No
 b) Do you have a policy for the termination of contracts of subcontractors who do not comply with any of the following: Occupational Health and Safety Act, Regulations under the Act, or rules and policies and programs of the contractor? Yes No
14. Do you have a "substance abuse policy"? Yes No
15. Do your employees read, write and understand English such that they can perform their job tasks safely without an interpreter? If no, provide a description of your plan to assure that they can safely perform their jobs. Yes No
16. Do you conduct medical examinations for pre-placement? Yes No
 b) Do you have on-site personnel trained to perform first aid & CPR? Yes No
 c) Describe how you will provide first aid and other medical services for your employees while on-site. Specify who will provide this service:

17. Personal Protective Equipment (PPE)
 a) Is applicable PPE provided for employees? Yes No
 b) Do you have a program addressing the selection, use, care, inspection, maintenance and storage of personal protective equipment? Yes No
18. Do you have a corrective action process for addressing individual Health & Safety performance deficiencies? Yes No
19. Equipment and Materials
 a) Do you have a system for performing hazard evaluation and establishing applicable health, safety and environmental specifications for acquisition of materials and equipment? Yes No
 b) Do you conduct inspections on operating equipment (e.g., cranes, forklifts, etc.) in compliance with regulatory requirements? Yes No

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page: 13 of 16
---	--	--	----------------------------------

c) Do you maintain operating equipment in compliance with regulatory requirements?
 Yes No

d) Do you maintain the applicable inspection and maintenance certification records for operating equipment?
 Yes No

20. Subcontractors

a) Do you use Health & Safety performance criteria in selection of subcontractors?
 Yes No

b) Do you evaluate the ability of subcontractors to comply with applicable health and safety requirements as part of the selection process?
 Yes No

c) Do your subcontractors have a written Health & Safety Policy/Program?
 Yes No

21. Inspections and Audits

a) Do you conduct Health & Safety inspections?
 Yes No

b) Are corrections of deficiencies documented?
 Yes No

HEALTH & SAFETY TRAINING

22. Health & Safety Training

a) Do you know the regulatory Health & Safety training requirements for your employees?
 Yes No

b) Have your employees received the required health & safety training and retraining?
 Yes No

23. Job Skills

a) Have employees been trained in appropriate job skills?
 Yes No


b) Are employee job skills certified where required by regulatory or industry standards?
 Yes No

24. Training Records

a) Do you have Health & Safety and job skills training records for employees?
 Yes No

b) Do the training records include the following:

Employee Identification	Yes <input type="checkbox"/> No <input type="checkbox"/>
Topic	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of training	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Trainer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Methods used to verify understanding	Yes <input type="checkbox"/> No <input type="checkbox"/>

 <p>McMaster University Risk Management Manual</p>	<p>RMM # 111 Title: Contracting Work Safety / Due Diligence Program</p>	<p>Date: Jan 2009 Page: 14 of 16</p>
---	---	--


- c) How do you verify understanding of training? (Check all that apply.)
- Witten test
 - Job Monitoring
 - Do you keep records of training on the job site?
 - Other(list) _____
 - Performance test
 - Oral test

25. Health & Safety Orientation New Hires Supervisors

Do you have a Health & Safety Orientation Program for new hires and newly hired or promoted supervisors? Yes No Yes No

26. a) Have you read McMaster University's Facility Services Safety Handbook? Yes No

- a) Do you agree to abide by the handbook for health, safety and fire regulations and procedures and relevant legislation from the Ontario Ministry of Labour and Ontario Ministry of the Environment while working on McMaster University property? Yes No

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page:15 of 16
---	--	--	---------------------------------

Appendix C.


Risk Evaluation Check-List for Construction / Renovation Projects.

Does the project involve any of the following? Please check.

- | | | |
|----|---|--|
| 1 | Excavation | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2 | Designated Substances during demolition and / or

construction. (See RMM Policy #500 Designated Substance
Control Program & RMM #401 Asbestos Management Control
Program) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3 | Generation of Fumes that will impact on adjacent areas and
Facilities). | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3 | Breach or removal of existing fire separation. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4 | Removal or obstruction of existing fire exit doors. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5 | Removal or temporary shutdown of fire alarm
and /or fire suppression systems. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5 | Removal or temporary shutdown of existing
ventilation systems. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. | Hot Work (welding and / or cutting) in existing facilities (See
RMM #201 Hot Work Safety Program). | Yes <input type="checkbox"/> No <input type="checkbox"/> |

NB. If the answer to any of the above questions is "Yes" Contact Offices of the Assistant Vice President of Facility Services Ext. 23054 and Manager Environmental and Occupational Health Support Services Ext. 24352

	McMaster University Risk Management Manual	RMM # 111 Title: Contracting Work Safety / Due Diligence Program	Date: Jan 2009 Page: 16 of 16
---	---	---	--

Appendix D.

Facility Services

Excavation Work Permit

Contractor (Name):

Location of Excavation:

Project (describe nature of work):

Locate Procedures for the identification Of Underground Services (describe in detail):

Authorization to Excavate (Name Project Manager): _____

Signature

Construction Supervisor (Name): _____

Signature
